

# GRS Update Proposal

## Operational procedure and guideline records (GRS-1732)

### Proposed Updated Schedule (updates in magenta)

#### Title

GRS-1732 Operational procedure and guideline records

#### Description

These records document actions taken to achieve objectives and implement policies through day to day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual.

#### Retention and Disposition

Retain for 4 years after superseded, and then destroy records.

### Context and Reasoning for Update

This is a minor update to specify that this general schedule can be used for routine administrative training materials. It was sent for feedback 10/15/20 - 11/15/20, and now includes an update to the retention period, which was suggested by Bart Miller at Heber Power on 10/15, who noted that the retention for these training materials should be longer to help establish a baseline in case of disputes. Appraisal Committee at the Utah State Archives and Paul Tonks (Assistant Utah AG) verified on 11/17/20.

### Current Schedule

#### Title

Operational procedure and guideline records (GRS-1732)

## Description

These records document actions taken to achieve objectives and implement policies through day to day operations. They govern routine business activities that do not impact the rights of an individual.

## Retention and Disposition

Retain for 2 years after superseded, and then destroy records.

12/31/2020 15:30:12 Operational procedure and guideline records (GRS-1732) This description, formerly SG-170, was permanent Yes Jami Phillips, Cottonwood Improvement District 801-943-7671 [jamis@cid.utah.gov](mailto:jamis@cid.utah.gov)

12/16/2020 7:46:33 Operational procedure and guideline records (GRS-1732) So all of the annual training materials would now need to be kept for 4 years instead of 2? Personnel files will be huge. Maybe Heather Carroll 435-652-3201 [heatherc@tuacahnhs.org](mailto:heatherc@tuacahnhs.org)

Followed up with Heather and she was mistaking these for training packets created by each employee. I explained that it was just one copy of the material.

020 7:32:36

Conflict of interest files (GRS-1911), Operational procedure and guideline records (GRS-1732) I agree with the proposed changes for both of the selected schedules. No Jalayne Hatch

[Jalayne.hat](mailto:Jalayne.hat)

12/16/2020 8:16:58 Conflict of interest files (GRS-1911), Operational procedure and guideline records (GRS-1732), Hazardous waste disposal records (GRS-631) I approve the proposed changes. No Stephanie Argoitia 801-538-9925 [sargoitia@utah.gov](mailto:sargoitia@utah.gov)

12/16/2020 10:19:47 Conflict of interest files (GRS-1911), Operational procedure and guideline records (GRS-1732), Hazardous waste disposal records (GRS-631) no objections to the recommended changes No Brooke Smith [bsmith@murray.utah.gov](mailto:bsmith@murray.utah.gov)

Matt,

Thanks for including us in your review of proposed changes in the retention schedule. The only proposed change that might affect the Division of Real Estate directly would be the schedule for administrative training materials. We support that proposed change

Best regards,

Justin

Justin F. Barney  
Hearing Officer/Records Manager  
Utah Division of Real Estate  
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Salt Lake City, UT 84114  
801-530-6603

Matt:

I am good to go with this.

Thanks,

Bart Stanley Miller